

## (Official round stamp of the Hellenic Republic)

**GOVERNMENT GAZETTE**  
**OF THE HELLENIC REPUBLIC**

27 March 2023

SECOND ISSUE

Sheet No. 1973

**DECISIONS**No. 55059

Approval of the new Internal Operating Regulation of the Continuing Education and Lifelong Learning Centre (K.E.DI.BI.M.) of the Aristotle University of Thessaloniki (AUTH) in accordance with article 458 of Law 4957/2022.

**THE SENATE OF THE ARISTOTLE UNIVERSITY OF THESSALONIKI.**

Taking into consideration:

1. Law 4957/2022 "New Horizons at the Highest Educational Institutions: Strengthening the quality, of functionality and the connection of Higher Education Institutions with society and other provisions" (A' 141) and in particular period/point 12 of paragraph 4 of article 16, article 44, article 119, and article 458.

2. The ministerial decision under item 229718/Z1/29-12-2017 (B' 4/2018) for the establishment of a Continuing Education and Lifelong Learning Centre (K.E.DI.BI.M.) within the Aristotle University of Thessaloniki.

3. The under no. 26670/23-11-2022 decision of the Senate (session no. 3117/8-11-2022) on the establishment of the Council of the Continuing Education and Lifelong Learning Centre (K.E.DI.BI.M.) of the Aristotle University of Thessaloniki.

4. Chapter 11 "Digital Transparency – Programme Clarity" of Law 4727/2020 "Digital Governance (Incorporation into Greek Legislation of the Directive (EU) 2016/2102 and Directive (EU) 2019/1024) - Electronic Communications (Incorporation into Greek Law of Directive (EU) 2018/1972) and other provisions" (A' 184).

5. The declaratory act/decision under item 108075/Z1/3-7-2019 of the Minister of Education, Research and Religious Affairs "Election of Chancellor/Rector and four (4) Vice-Chancellors of

the Aristotle University of Thessaloniki" (Administrative Organs of Public or Broader Public Sector Bodies Y.O.D.D. 432, error correction Y.O.D.D. 809), with a term of office from 1 -9-9-2019 to 8-31-2022.

6. Under item 105174/Z1/12-8-2020 (Y.O.D.D. 650) the declaratory act of the Minister of Education and Religious Affairs regarding the extension of the term of office of the Chancellor and the four (4) Vice-Chancellors of the AUTH until the completion of four (4) academic years, namely until 31-08-2023.

7. The under no. 92795/30-08-2022 act of the Chancellor of AUTH "Determining the order of replacement of the Chancellor of the Aristotle University of Thessaloniki by the Vice-Chancellors, determining the area of responsibility of each Vice-Chancellor and transferring the Chancellor's responsibilities to the Vice-Chancellors, in accordance with par. 2 of article 15 of Law 4957/2022 (A' 141)" (Y.O.D.D. 801).

8. The under no. 53419/10-3-2023 document of K.E.DI.VI.M., with the new Internal Operating Regulation attached (session no.: 60/2-3-2023).

9. Considering the fact that the provisions of this Decision do not entail any expenditure to the State budget, we hereby decide:

The approval of the new Internal Regulation of the Continuing Education and Lifelong Learning Centre (K.E.DI.BI.M.) of the Aristotle University of Thessaloniki, in accordance with article 458 of Law No. 4957/2022, as follows:

## Article 1

## Singular framework

1. The Continuing Education and Lifelong Learning Centre of Aristotle University of Thessaloniki (hereinafter K.E.DI.BI.M.), which was established by virtue of the under item

229717/Z1/29-12-2017 (B' 4/2018), ministerial decision, following a relevant proposal of the Senate of the AUTH, is an independent academic unit of the Institution and has Distinguished management bodies from those of Higher Education Institutions (A.E.I.).

2. Its purpose is the organization of all kinds of educational and training programmes which do not concern formal education programmes. The organization and development of actions that fall under the purpose of K.E.DI.VI.M. cannot be developed individually by the staff of A.E.I. or other foundations thereof, unless this is expressly provided for by legislation.

3. K.E.DI.BI.M. is governed exclusively by the provisions of Chapter 12 (articles 112-123) of Law 4957/2022 and the present Internal Operations Regulation (EKL).

4. K.E.DI.BI.M. is automatically included, after its establishment, in the Register of Lifelong Learning Centres (K.D.B.M.) of par. a) of par. 1 of article 61 of Law 4763/2020 (A' 254) of the General Secretariat of Vocational Education, Training, Lifelong Learning and Youth and is exempt from the application of articles 52 to 62, 65 and 66 of Law 4763/2020, except for the obligation to update the information system of article 61 no later than June 30 of each year according to what is defined in article 63 of the same as above law.

5. Under the supervision/care of the Council of K.E.DI.BI.M., on a six-monthly basis, a list of the educational and training programmes offered through of the Centre is communicated to the Ministry of Education and Religious Affairs and the National Authority for Higher Education (ETH.A.E.E.). Any educational or training programme, as well as its basic elements, must be posted on the official website of K.E.DI.BI.M. following its approval.

6. The content of this EKL is harmonized and specifies the applicable institutional framework, defining the aims, structure, organization and operation of the Centre, the project approval process/programmes and other actions of K.E.DI.BI.M., the way in which they are evaluated, infrastructure and resources of the Centre, as well as other matters concerning the implementation of its programmes and other actions of K.E.DI.BI.M. . It also operates, in addition to the applicable financial and administrative management

procedures of ELKE (Special Account for Research Funds) AUTH.

## Article 2

### Purpose of the Centre

The Purpose of K.E.DI.BI.M. is the organization of all types of educational and training programmes, which do not concern programmes of formal education. In particular, as actions of K.E.DI.BI.M. AUTH are defined:

- a) The organization, development and provision of training programmes, non-formal learning, continuing professional training, re-training, skills upgrading, general adult education, counselling and career guidance and in general lifelong learning programmes for A.E.I. students and graduates, as well as the general population.
- b) The provision of up-to-date knowledge and skills based on the development of science, technology, economy and the changes they bring about in the structure of employment resulting from new occupations and new specialisations.
- c) The Strengthening of the education and training of adults based on teaching goals and the achievement of specific learning outcomes, according to European and international standards.
- d) The organization, development and provision of programmes in the form of winter and summer schools.
- e) The organization/planning of meetings, conferences and seminars on issues related to the Centre's activities.
- f) The development and production of print and digital educational material.
- g) The conclusion of contracts for the purpose of organization and implementation of programmes for the training of private or public sector personnel.
- h) The preparation of studies and opinions on issues related to the activities of K.E.DI.BI.M.
- i) The monitoring of developments in the field of lifelong learning, of the relevant European and national ones policies, institutional changes and regulations, as well as the formulation of educational policy proposals and the development of lifelong learning.

j) The conclusion of programmatic agreements related to actions of K.E.DI.BI.M.

k) The collaboration with K.E.DI.BI.M. other A.E.I.'s (Higher Education Institutions), Universities abroad, research and technological bodies of article 13A of Law 4310/2014 (A' 258) and with other research and technological bodies for the development of educational activities.

#### Article 3

##### Managing Bodies

1. As Management Bodies of K.E.DI.BI.M. of AUTH are defined as:

a) The Council of K.E.DI.BI.M.

b) C/O Chairman of the Council of K.E.DI.BI.M.

2. By decision of the Senate, the council/board of K.E.DI.BI.M. is established., which consists of the Chancellor or one (1) of the Vice-Chancellors, to whom the area of lifelong learning is assigned, as its Chairman/President, and one (1) representative from each of its Schools AUTH, following a recommendation from the relevant Dean's Office. The Dean's Office of each Faculty proposes, upon request of the Chancellor or the relevant Vice-Chancellor, one (1) regular and one (1) alternate representative. THE Chancellor or the relevant Vice-Chancellor submits a request for the formation of the Council to the AUTH Senate.

3. The members of the Research and Teaching Staff (D.E.P.) are appointed as members of the K.E.DI.BI.M. Council with priority to the rank of Professor or Associate Professor, who, will preferably have educational experience and expertise in the organization and delivery/provision of lifelong learning and training programmes, and in the design, administration and management of projects. The members of the Council shall be as representative as possible of the scientific disciplines provided/taught by the AUTH. The term of office of the members of the Council of the K.E.DI.BI.M. shall be three years.

4. In K.E.DI.BI.M. a Director of Training is appointed, by a decision of the Senate, following a public invitation to the academic community of AUTH., which is expedited by the Chancellor of AUTH. The Director of Training participates in the council of K.E.DI.BI.M. without the right to vote.

#### Article 4

##### Responsibilities

##### A) Responsibilities of the Council:

The Council of the Centre for Education and Lifelong Learning shall have the following responsibilities:

- a) Forms the policy of K.E.DI.BI.M. for the development of projects and programmes of training, continuing education, and in general lifelong learning in accordance with the strategic plan of AUTH.
- b) Evaluates and approves new establishment requests for K.E.DI.BI.M. training and education programmes according to article 121 of Law 4957/2022, forwards them to the Ministry of Education and Religious Affairs and ETH.A.A.E. and communicates the relevant decisions to the AUTH Senate and Management Board/Council.
- c) Forms expert committees for the purpose of improving quality, accessibility and effectiveness of K.E.DI.BI.M. programmes and their connection to work market needs.
- d) Supervises the operation of training, continuing education, and lifelong learning programmes in general.
- e) Formulates an opinion to the Senate on the five-year development planning of K.E.DI.BI.M. and draws up an annual action plan, which it communicates to the AUTH Senate and Management Council.
- f) Recommends to the Senate the preparation of the EKL of the K.E.DI.BI.M. and the organizational structure of its services.
- g) Assigns the preparation of studies and research that concern the responsibilities of K.E.DI.BI.M. or the making of recommendations on specialized issues related to its responsibilities.
- h) Defines the internal evaluation process of the programmes of K.E.DI.BI.M. and communicates them to ETH.A.A.E. for their certification.
- i) Periodically evaluates the educational programmes of K.E.DI.BI.M. , their accessibility, sustainability and feasibility.

j) Recommends to the administrative bodies of the Special Account for Research Funds Account (ELKE) matters related to the management of training programmes as projects/programmes of ELKE and the collaboration of ELKE and K.E.DI.BI.M., as well as the collaboration with the Property Development and Management Company of the Foundation/Institution.

k) It organizes the meetings, conferences and seminars of K.E.DI.BI.M..

l) It recommends to the Management Council the withholding rate on the revenues of the programmes managed by the Centre, as a resource to cover the general expenses of K.E.DI.BI.M..

m) Formulates an opinion to the Senate on the election of the Director of Education of K.E.DI.BI.M..

n) Ensures physical and electronic access ability to people with disabilities and special educational needs to the programmes of K.E.DI.BI.M..

o) It recommends to the AUTH Management Council the approval of the initial budget and informs about any modification of the budget during the year, as long as it does not exceed a total of twenty-five percent (25%) of the original approved budget of K.E.DI.BI.M.

p) It recommends to the Senate of AUTH the approval of the report of the K.E.DI.BI.M., prepares and sends to the Senate a report of the events.

q) Decides on incentives for the increase of participation in the programmes of K.E.DI.BI.M. and draws up the fee reduction policy for the participation members of socially vulnerable groups, people with disabilities/chronic conditions, unemployed, students and other categories.

r) Approves the expenses necessary for the operation of the K.E.DI.BI.M., according to the approved budget and approves the reformation of the budget without prejudice to per. 15/o.

s) Decides the promotion and disclosure policies of training programmes and actions of K.E.DI.BI.M. and for this purpose prepares disclosure regulations.

t) Cooperates with all the services of AUTH for the proper functioning and implementation of the Educational programmes it manages.

u) Approves the registration of the educators with the Register of Educators of K.E.DI.BI.M., after a recommendation from the Director of Training.

v) Cooperates with ELKE for the monitoring of the collection of its resources.

w) Approves the conclusion of agreements with cooperating bodies, as well as all kinds of cooperation contracts and programme agreements.

x) Exercises any other authority that concerns the responsibilities of K.E.DI.BI.M. and has not been specifically assigned to another body.

2. By decision of the Council of K.E.DI.BI.M. part of its responsibilities may be transferred to the President/Chairman of the Council.

3. The Council meets at regular intervals live or via video conference, after a relevant invitation of the President/Chairman to the members of the Council, which is sent electronically to the members at least forty-eight (48) hours before the day of the Meeting. The invitation shall state the place, date, time of the meeting, the manner of holding the meeting in person, by video conference or in a mixed manner and the topics of the Agenda, while access to the relevant recommendations on the subjects is attached/provided. Each member of the Council has the right to submit a request for discussion of a specific topic before the sending of the topics of the Agenda, which is accompanied by a relevant proposal. Matters outside the Agenda, which arise during the Council meeting or extraordinary matters are discussed after the agreement of the absolute majority of the Council members that are present.

The council is in a quorum when at least half of its members are present and decisions are taken by an absolute majority of the members present. In case of a tie, the vote of the President/Chairman prevails. During Council meetings, records are kept by an employee of the Administrative Services of K.E.DI.BI.M. AUTH, which are signed by the President/Chairman of the Council. For the rest, the provisions of article 14 of the Administrative Procedure Code apply.

## B) Responsibilities of the President of the Council

1. The President of the Council of the Training and Lifelong Learning Centre has the following responsibilities:

a) He/she presides over the work of the Council K.E.DI.BI.M., prepares the agenda and proposes its topics or designates another rapporteur/speaker.

b) Supervises the application of the policy and the implementation of the strategic plan of K.E.DI.BI.M.

c) Ensures the application of the decisions of the Council as well as those of the EKL of K.E.DI.BI.M.

d) He/she shall be in charge of the services of the K.E.DI.BI.M. and shall make recommendations to any services or competent body of the AUTH for matters relating to the responsibilities of K.E.DI.BI.M..

e) He/she recommends to the Senate of the AUTH, after the opinion of the Council of K.E.DI.BI.M., the choice of the Director of Training.

f) He/she signs the certificates awarded by K.E.DI.BI.M. , after a certificate/attestation from the Academic/Scientific body and the AY (Academic Officer) for the successful completion of each programme.

g) Monitors and takes all necessary measures for the proper operation of K.E.DI.BI.M. .

2. By an act of the President of K.E.DI.BI.M. another member of the Council may be authorized for the exercise of part of the powers/responsibilities of par. 1.

## C) Responsibilities of the Director of Training

### 1. The Director of Training of the Centre

Training and Lifelong Learning is defined by a decision of the Senate of the AUTH, in accordance with par. 4 of article 114 of Law 4957/2022 and has a term of office parallel to that of the Council of the Centre.

2. As Director of Training he/she may appointed member of the Teaching Research Staff (D.E.P.), Special Educational Staff (EEP) or Laboratory Teaching Staff (EDIP) of AUTH with experience in planning, implementing or evaluating education, and training projects. The Director is not entitled to additional remuneration or compensation for the performance of his/her duties.

3. The Director of Training has the following responsibilities:

a) Supports the administrative bodies of K.E.DI.BI.M. in the implementation of the policy of the Centre regarding lifelong learning.

b) Supervises and coordinates the provision of K.E.DI.BI.M.'s services. , the organization and implementation of programmes, monitors the institutional framework on lifelong learning as well as developments nationally and internationally.

c) Supervises the quality upgrading of training, continuing education and lifelong learning programmes in general, based on the theory and techniques of adult education.

d) Monitors and ensures the implementation of decisions of the administrative bodies of K.E.DI.BI.M. towards the development of lifelong learning.

e) Cooperates with the EY's (Scientific Officers) of the programmes and their AY's for any necessary matter related to the monitoring/attendance of the programmes provided through the K.E.DI.BI.M.

f) Monitors the implementation of the annual plan of action and the multiannual development programme of K.E.DI.BI.M. .

g) Is responsible for the proper maintenance of the Register of Trainers and the Register of Trainees of K.E.DI.BI.M. .

h) Makes recommendations to the administrative bodies for issues/matters that concern the operational needs of K.E.DI.BI.M. .

i) Exercises any other authority assigned to him/her by the administrative bodies of K.E.DI.BI.M. .

## Article 5

### Administrative Support of K.E.DI.BI.M. AUTH

1. K.E.DI.BI.M. is administratively supported by the Administrative Support Department staffed by:

a) With AUTH regular staff and b) with additional scientific, administrative and technical staff for meeting its needs, following a decision of the Council of the Centre, which is transmitted for approval to the Research Committee.

The selection of personnel is made in accordance with article 243 of Law 4957/2022. The costs of the payroll of the additional staff, as well as the additional fees of the regular staff are borne exclusively by the project budget to cover the general expenses of K.E.DI.BI.M. and they do not weigh on the regular budget.

2. The Department of Administrative Support of K.E.DI.BI.M. of the AUTH has the following responsibilities:

- The initialization of incoming and outgoing documents of the Centre,
- the secretarial support of the administrative bodies of the Council,
- the provision of supporting material, information and guidance on the drafting of the proposal of implementation of an educational program for/to the EY's and AY's of the programmes,
- the issuance of Training Certificates and Supplemental Certificates of the successful candidates
- the observance of the publicity/disclosure formalities of decisions of the Council of the Centre regarding the approval of programmes,
- the posting of approved programmes and announcements on the website of K.E.DI.BI.M.,
- the provision of information to third parties interested in any kind of information related to the operation of K.E.DI.BI.M. of the AUTH,
- the provision of support to the Scientific and Academic Officers for matters/issues of an administrative nature throughout the implementation period of educational programmes,
- the keeping of a record regarding the forms of evaluation of the programmes by the trainees,
- the keeping of statistics of programmes and trainees and the sending of those to competent bodies,
- the collection of implementation reports by the EY's of the programmes,
- the maintenance of the electronic file of the Register of Educators/Teachers,

- the maintenance of the electronic file of the Register of Trainees,

- the maintenance of the electronic file of the Register of Assessors,

- the preparation of communication material, presentations, visuals, brochures, etc.,

- the writing of guides and other information forms,

- the organization of conferences and other media events,

- the organization of work meetings with third parties/agencies for partnership and development of the Centre.

3. The administrative staff of K.E.DI.BI.M. of the AUTH are entitled to participate without payment of tuition fees, after approval by the EY's, in programmes implemented by the K.E.DI.BI.M. of the AUTH, the thematic field of which can contribute to the cultivation of skills and the acquisition of knowledge.

#### Article 6

Scientific (EY) and Academic (AY) Officers

#### A. APPOINTMENT/DESIGNATION AND TERM

1. By decision of the Council of K.E.DI.BI.M. the EY and the AY are designated according to the training programme of K.E.DI.BI.M. . The AU may be treated as being the same as the EY and has proven knowledge or experience in the subject of the programme, which may emerge from the educational, research and scientific work of his in general. By decision of the Council of K.E.DI.BI.M. the tenure/term of the EY and AY is determined, which may be of a fixed or indefinite duration, depending on the duration of the training programme.

#### B. SCIENTIFIC OFFICERS

1. EY is defined as the natural person who is recommended to assume the status of EY towards the Special Account for Research Funds (ELKE) of the AUTH according to article 234 of Law 4957/2022. The assumption of the scientific responsibility of a project/programme is approved by the Research Committee of Article 231 of Law 4957/2022.

2. The President or another member of the K.E.DI.BI.M. Council may be appointed as the EY. or any other natural person who fulfils the requirements that apply in the AUTH for the appointment of a Scientific Officer, in accordance with Article 234 and the provisions of the Funding and Management Guide of the ELKE of the AUTH, provided that the subject matter of the researcher or his/her scientific or research work in general, or the science he/she treats/teaches is related to the broader scientific discipline of the programme to be approved. This restriction does not apply to programmes which concern horizontal skills.

3. In particular, according to article 234 of Law 4979/2022, as Scientific Officers of programme projects may be defined:

- a) Members of D.E.P. of A.E.I.
- b) Members of the EEP of the AUTH
- c) EDIP members of the AUTH
- d) Members of Special Technical Laboratory Staff (ETEP) of the AUTH who have at least a master's degree.
- e) Visiting professors and visiting researchers of article 171 of Law 4957/2022.
- f) Collaborating Professors the article 169 of Law 4957/2022.
- g) Researchers on contracts of article 172 of Law 4957/2022.
- h) Emeritus Professors and retired members of D.E.P.
- i) Postdoctoral researchers.
- j) External collaborators holders of doctoral degrees.

The possibility to designate as Officers all or part of the categories of the first paragraph, as well as the more specific conditions for assuming the scientific responsibility of projects/programmes are defined in the ELKE Funding and Management Guide.

4. EY's are responsible for the correct implementation of programmes, the feasibility and eligibility of costs associated with the execution of those programmes, and monitor the financial object of each programme.

5. By decision of the Research Committee, following a decision of the Council of K.E.DI.BI.M. ,

a substitute for the EY of the program may be appointed, if this is deemed necessary.

6. EY's submit for approval to the council of K.E.DI.BI.M. a proposal for the implementation of the program, in accordance with the provisions of the EKL and the standard forms of the K.E.DI.BI.M. of the AUTH and, upon completion of the training programme, a certificate certifying which of the participants have successfully completed the specific programme.

#### C. ACADEMIC OFFICERS

1. The following may be defined as programme AY's:

- a) Members of the Teaching Research Staff (D.E.P.) of the Higher Education Institutions (A.E.I.) of Greece and other countries abroad.
- b) Emeritus Professors and retired the members of D.E.P. of A.E.I. .
- c) Members of Laboratory Teaching Staff (EDIP), Special Educational Staff (EEP) and Special Technical Laboratory Staff (ETEP) of A.E.I.
- d) Distinguished scientists, associate professors, visiting professors, visiting researchers, contract researchers of the A.E.I., equivalent staff of research and technological bodies, as well as lecturers at the to whom an independent teaching assignment is given in formal education programmes.
- e) Post-doctoral researchers.

2. The AU is responsible for the monitoring of the educational process, the preparation or approval of the educational material, the selection of educators and the distribution of the teaching work, as well as any other matter related to the implementation of the programme, in accordance with the Study Regulation of K.E.DI.BI.M. of the AUTH and the proposal submitted by the EY of the programme and approved by the council of K.E.DI.BI.M. In particular, he/she is responsible for the following:

- Prepares the Study Guide for the approved program, according to the Study Regulation of K.E.DI.BI.M. of the AUTH and monitors its entire educational process.

- Prepares or approves the educational material of each programme and ensures its distribution, in terms of quantity and specifications.
- Selects the teaching staff of each programme, the distribution of the teaching work and the completeness of the lesson plan of the educator, for each hour of training.
- Checks the attendance log of educators/trainers and students/trainees, every day of training.
- Checks the suitability of the room and the equipment, where the programme will be held. For programmes conducted using/utilizing the tele-education method, he/she checks the suitability of the tele-education platform available from the Centre for Electronic Government of the AUTH and other organizational details concerning the implementation of the programme.
- He/she informs the Administrative Services of K.E.DI.BI.M. in a timely manner for any organizational change when it comes to the programme details.
- Ensures the completion of the programme evaluation questionnaires by the trainees/students.

#### Article 7

#### Thematic fields and methods of implementation of Programmes

Through the K.E.DI.BI.M. of the AUTH, education, training and in general life-long learning programmes and other educational actions of non-formal education are implemented in subjects treated/taught by the Schools, Departments, Laboratories/Workshops and the researching/research work of the AUTH, as well as in subjects of modern knowledge and skills based on the development of science, technology, the economy and the changes brought about in the structure of employment by new professions and new specialties. In particular, the thematic fields in which K.E.DI.BI.M. organizes programmes are the following:

#### 1. Humanities and Arts

- 1.1. Music - Theatre - Dance
- 1.2. Cinema - Television - Digital Arts
- 1.3. Visual arts
- 1.4. Literature

- 1.5. Philosophy
- 1.6. Psychology
- 1.7. History - Archaeology
- 1.8. Theology – Religious Studies
- 1.9. Museology
- 1.10. Linguistics - Translation
- 2. Social, Political and Economic Sciences
  - 2.1. Media - Communication
  - 2.2. Law/Legal Science
  - 2.3. Sociology - Political science
  - 2.4. Economy
  - 2.5. Financial Studies
  - 2.6. Accounting
  - 2.7. Organization and Management of Organizations
  - 2.8. Marketing
- 3. Education and Training Sciences
  - 3.1. Special Education
  - 3.2. Preschool Education and Training
  - 3.3. Primary Education
  - 3.4. Adult Education
- 4. Life and Health Sciences
  - 4.1. Medicine
  - 4.2. Dentistry
  - 4.3. Veterinary medicine
  - 4.4. Physical Education - Sports
  - 4.5. Physical therapy
  - 4.6. Pharmacology - Pharmaceutical Technology
  - 4.7. Psychology
- 5. Positive Sciences, Technology and Engineering Sciences
  - 5.1. Biology
  - 5.2. Physics
  - 5.3. Chemistry

- 5.4. Mathematics - Statistics
- 5.5. Architecture - Spatial planning - Urban planning
- 5.6. Building and Construction Engineering - Surveying
- 5.7. Energy Engineering - Mechanical Engineering - Electrical Engineering
- 5.8. Engineering and organization of production units
- 5.9. Telecommunications
- 5.10. Computer Science and Engineering
- 5.11. Geology
- 5.12. Food Technology
- 5.13. Biotechnology
- 6. Environmental Sciences
  - 6.1. Agricultural science
  - 6.2. Sustainable Development - Environment
  - 6.3. Agricultural economics
  - 6.4. Ecology

2. The methods of implementation of the programmes may differ per case and are carried out wholly or in part directly/personally or using synchronous and asynchronous tele-education methods.

#### Article 8

#### Operation of Summer/Winter Schools/Of Other Activities of Non-Formal Education

##### 8.1 Summer/Winter Schools

1a. A Summer School is defined as a specialized intensive training programme operated by May 1st until September 30th.

1b. A Winter School is defined as a specialized intensive training programme that operates during the remaining months.

2. The Summer-Winter Schools are addressed to undergraduate and postgraduate students, PhD candidates, scientists and researchers from Greece and the entire world.

3. The duration of a Summer-Winter School shall not be shorter than 4 (four) days and 4 (four)

teaching hours per day, while in each case should not be greater than 3 (three) consecutive weeks. In case that a longer duration is deemed necessary by the EY of the Summer-Winter School, he/she may submit a substantiated proposal to the Centre's board.

4. The operation of a Summer-Winter School shall be conducted with any available educational way and "means": seminars, workshops, round-table conferences, working groups, consulting guidance actions, field exercises, educational tours or visits and other interactive activities. The choice of the language of instruction depends on the one hand on the international character of each Summer-Winter School and, on the other hand, on the more specific subject of the teaching.

5. Summer-Winter Schools with an interdisciplinary and transnational character are eligible.

8.2 Workshops, conferences, seminars and other actions of non-formal education

The K.E.DI.BI.M. of the AUTH may organize days/workshops, conferences, seminars and other actions related to education, life-long learning, professional specialization and training, as well as other issues that fall within its competences. The days/workshops, conferences, seminars and other actions may be co-organized with third parties/bodies. Participants may be provided with a certificate of attendance.

#### Article 9

#### Approval and Beginning of Programme Implementation Process

##### 9.1. Program Implementation Approval Process

1. Any training programme, regardless of duration and the context in which it is submitted, is evaluated in terms of its feasibility and educational adequacy. Proposals that promote the collaboration between specialties and which are staffed by specialists in the thematic fields/topics of each programme are encouraged.

2. The approval process follows the following stages:

2.1. Submission of a proposal for the implementation of the programme from the EY to the Council of K.E.DI.BI.M.

The proposal contains at least the following points:

- a) The title of the programme, which must correspond to its content, in Greek and English,
- b) the duration of the programme and the total of training hours,
- c) the brief description of the programme and the intended goals,
- d) the thematic field in which the programme is included,
- e) its structure in individual sections, their number and subject, if any,
- f) the AY of the programme,
- g) the methods of the implementation of the programme,
- h) the educational material that will be distributed to trainees/students,
- i) the minimum qualifications required for the participation of the candidates,
- j) the cost of programme attendance,
- k) the maximum number of trainees/students, if proposed,
- l) the determination of the learning outcomes of the programme and the professional outcomes/results (microcredentials) or the number of credits (ECTS), obtained from the successful completion of the programme or each individual module of the programme, if it is structured in modules,
- m) the way/manner of trainee/student evaluation,
- n) its cooperating programme implementation bodies and its funding agencies/bodies if any,
- o) the estimated budget of the programme,
- p) the contact person for the participants for information related to the programme, email address, telephone number and contact hours,
- q) the hall/platform where the programme will be taking place,
- h) the list of the programme's teachers, the total teaching hours of each one and additional information (brief curriculum vitae) documenting the assignment of the teaching of the specific subject, as well as a certificate that the teaching staff of the program meets the conditions of article 120 par. 1 of Law 4957 /2022 and/or the

conditions of the Register of Educators of the K.E.DI.VI.M. of the AUTH.

The proposal must be accompanied by a feasibility and sustainability/viability study of the programme.

The Council of the K.E.DI.BI.M. of the AUTH may include additional items required for the submission of the proposal.

2.2. For each proposal, the Council appoints one of its members as a rapporteur/speaker, the field of knowledge of whom should be relevant to the scientific field of the proposal. The rapporteur sends the proposal to be evaluated by two (2) assessors of the Register of Assessors maintained by the Centre.

For an efficient evaluation process, the rapporteur -member of the Council of K.E.DI.BI.M.- may also propose members of the D.E.P., as well as EDIP or EEP members – PhD diploma holders - A.E.I. that meet the criteria of the assessors but are not registered in the Register. These members are automatically enrolled in the Register of Assessors maintained by the K.E.DI.BI.M. of the AUTH. The Council of K.E.DI.BI.M. of the AUTH may issue a public call for expressions of interest to be registered in the Register for its renewal.

The names of the assessors are not disclosed to the programme's EY. The Council, after taking anonymous reviews into account, and the recommendation of the person making the proposal, decides the approval or rejection of the proposal or proposes improvements-modifications to the EY. The possibility of the scientific refutation of the evaluation is provided by written letter to the Council of the Centre. In case of a large discrepancy between the two external evaluations, the Council decides either to entrust the examination of the proposal to a third assessor/evaluator or to accept the proposal of the rapporteur. If the Council finds deficiencies in the submitted proposal, it suspends the issuance of a decision and requests that it be completed.

4. In case of a submission of a proposal for the implementation of a training programme submitted by a body of the public or private sector (as a funding body) the Council of K.E.DI.BI.M. of the AUTH checks/evaluates the proposal for:

- a) Its agreement with the authorities governing the operation of K.E.DI.BI.M. in the AUTH.
- b) AUTH's ability to meet the requirements of the proposed action/activity.
- c) The financial coverage for the use of the available resources by the AUTH.

If the Council approves the proposal, the procedure of the previous paragraphs is respected/followed and a written financing agreement is entered into which is approved by the Centre's Council.

#### 9.2. Repetitive/Iterative Cycles/Reformations-Modifications of approved programme cycles

1. In cases of implementation of repetitive cycles of the same programme a repeat request is submitted again to the Council of K.E.DI.BI.M. with any changes/variations.
2. In cases of change of the group of teachers, an application is submitted to the Council of K.E.DI.BI.M.
3. In cases of budget reform or modification of the duration of an approved project cycle, the reformation/modification request is made directly to the ELKE services from the EY of the programme, with simultaneous communication to the Administrative Services of the K.E.DI.BI.M. of the AUTH.

#### 9.3. Beginning-Implementation of the programme

1. After the posting of the decision concerning the approval/acceptance of the programme into the "Clarity" programme, the EY submits a request for acceptance of the Project Management to the ELKE of the AUTH. At the same time, he/she informs the educators about the approval of the proposal by the council of K.E.DI.BI.M. of the AUTH and takes care of the conclusion of their contracts in cooperation with the Human Resources Office of the MODY (Financial and Administrative Support Unit) of ELKE.
2. At the same time, the programme's Study Guide is drawn up, according to the approved by the council of K.E.DI.BI.M. proposal and sent to the Administrative Support Department of the K.E.DI.BI.M. of the AUTH in order to be posted on the Centre's website together with the other elements of the program.

3. The Department of Administrative Support of K.E.DI.BI.M. of the AUTH informs the AY's or the person who has been designated/appointed, in accordance with the proposal approved, as responsible for communication with applicants, regarding the applications that have been submitted. Then, the AY or the Communication Officer assumes responsibility for the evaluation of the applications and the submitted supporting documents, the evaluation of the possibility of granting a discount and the selection of the candidates in accordance with the selection criteria that have been set and that have been posted on the website of the K.E.DI.BI.M. of the AUTH.

#### 9.4. Completion of the programme

At the end of the program, the EY's and the AY's, after submitting to the council of K.E.DI.BI.M. the project implementation report and the completed programme evaluation questionnaires by the students/trainees, send a certificate of successful attendance accompanied by the details of the successful candidates, in order for the relevant certificates or attestations to be issued by the Department of Administrative Support of the K.E.DI.BI.M. The certificates are signed by the President of the Council of K.E.DI.BI.M. . The AY's of the programme make sure to send them to the beneficiaries.

#### Article 10

##### Monitoring of the Organization and the Provision of the Programmes

According to per. d of paragraph 1 of article 115 of Law 4957/2022, the Council of the K.E.DI.BI.M. of the AUTH supervises the operation of training, continuing education, and lifelong learning programmes in general. Further, according to per. 3b of article 117 of the same law, the Director of Training supervises and coordinates the organization and implementation of the programmes of K.E.DI.BI.M. of the AUTH. The EY's and the AY's of the projects inform the council about the course of execution and the completion of the programme. Immediately after the end of the current cycle of each programme, a report on the implementation of the programme is submitted by the EY and the AU of each programme to the council of K.E.DI.BI.M. ,

which certifies that the programme was carried out properly and in accordance with its prescribed regulation and includes elements/suggestions for improvements/revisions aimed at improving the quality of the programme in its repetitive/repeating cycle. According to article 115 of Law 4957/2022, the Council of K.E.DI.BI.M. recommends to the Senate of the AUTH the approval of the report of K.E.DI.BI.M. and prepares and communicates to the Senate a report of activities. The Council of the K.E.DI.BI.M. of the AUTH by its decision may set additional regulations to monitor the organization and delivery of programmes.

#### Article 11

#### Teaching Staff - Register of Educators

##### 11.1. Educator categories

As educators in programmes of K.E.DI.BI.M. the following categories may be employed:

- a) Members of the Teaching Research Staff (D.E.P.) of the Higher Education Institutions (A.E.I.) of Greece and abroad,
- b) a', b', c' and d' level researchers of the research and technological bodies of article 13A of Law 4310/2014 (A' 258) of Greece,
- c) members of EEP, EDIP and ETEP of the AUTH.
- d) visiting professors, visiting researchers, contract researchers, associate professors and lecturers who have been assigned independent teaching work in formal education programmes,
- e) educators of the Register of Educators of the K.E.DI.BI.M. of the AUTH.

##### 11.2. Remuneration of educators

For their employment in programmes managed by K.E.DI.BI.M. , all categories of educators of par. 11.1. are paid exclusively from the resources of the projects/programmes of K.E.DI.BI.M. or from the resources of K.E.DI.BI.M. . The amount of the remuneration of each educator is determined upon recommendation of the Scientific Officer of the project to the Research Committee. The upper limits of remuneration per teaching hour for the educators of the programmes of K.E.DI.BI.M. , are defined in the Salary Regulation for the provision of teaching work of the AUTH (B' 6966/2022), subject to the upper salary limit defined in par. 2 of article 120 of Law 4957/2022.

##### 11.3. Register of Educators

1. The K.E.DI.BI.M. of AUTH maintains a register of educators, in which natural persons who do not fall under per. a) to d) of par. 11.1 are registered as educators.
2. The Register may include natural persons who are at least holders of an A.E.I. degree. obtained in Greece or abroad, as well as Holders of TEI (Technological Education Institutes) degrees on the condition that they are also holders of postgraduate degrees with at least 60 ECTS, obtained in Greece or abroad. Those registered in the Register must be certified Adult Educators, if required by law.

##### 11.4. Application process

1. The Register of Educators of the Centre is open to applications from candidates in specific periods of time which are determined by the council of the K.E.DI.BI.M. of the AUTH.
2. The application for inclusion in the Register is submitted exclusively online through the website of the K.E.DI.BI.M. of the AUTH in one or more of the thematic fields, as defined in article 7 hereof and during periods of time determined by the Council of the K.E.DI.BI.M. of the AUTH.
3. In the application, the details that are filled in include the personal and contact details of the interested party, his/her qualifications, work experience, the teaching experience in adults, as well as the rest of the qualifications of the candidate, as they are defined in par. 11.5 hereof. Also, the applicant declares one or more of the thematic fields of the Register of Educators which he/she wishes to join.

##### 11.5. Supporting documents accompanying the application

1. Copies of degrees.
2. Copies of training documents, which can be certificates, attestations and/or the official Study Program of the training and must clearly state:
  - i. The educational institution,
  - ii. the subject of the training/training,
  - iii. the time period of its implementation,
  - iv. its duration in hours,

v. everything else that is provided for by the applicable statutory framework.

Otherwise, the education/training shall not be taken into account. Confirmation of education/training hours will not be accepted by means of a solemn declaration by the candidate.

3. Copy of certification for Adult Educators, where required.

4. Copies of language proficiency certificates (based on the current institutional framework).

5. Copies of certificates for knowledge of IT or computer operation (based on the current institutional framework).

6. Copies of evidence of employment experience. Certification of work experience proved by filing the evidence of those from which the subject and period of employment as well as the type of employment relationship clearly show. These details can be a certificate of an insurance company in combination with a copy of a contract from a private body, certificate of previous service/certificate of service changes for civil servants, ELKE certificate in combination with the certificate of an EY of a research programme, etc.

#### 11.6. Evaluation of the application

Applications are checked by the Director and are brought to the council for evaluation. By decision of the Council, following the proposal of the Director, the application for inclusion in the Register is approved and the registered are classified in one or more thematic fields of the Register depending on their qualifications and scientific specialization. The decision of the Council is communicated to the interested party by e-mail. If the person concerned disagrees with the decision, they can submit an application of re-evaluation in the Council of the Centre within ten (10) days from its notification/communication. Integration in the Register of Educators of K.E.DI.BI.M. does not automatically imply participation in a training programme of the Centre.

#### 11.7. Obligations and Rights of Educators of the K.E.DI.BI.M. of the AUTH

The Educator in the Centre's Programmes of Continuing Education and Lifelong Learning of the AUTH mainly has the following rights and obligations:

- He/she is entitled to make use of the facilities, the logistical equipment and the services of the K.E.DI. B.I.M. .
- He/she is supported by the AY throughout the programme in which he/she participates, for matters/issues concerning the educational process.
- He/she is supported by the respective services of the AUTH (Administrative Support Department of K.E.DI.BI.M., E-Government Centre of the AUTH, Library and Information Centre of the AUTH) for matters that fall under their competences.
- Enjoys the right of academic freedom.
- Applies techniques and uses tools of adult education.
- Conducts lectures and courses assigned to him/her according to the schedule.
- Communicates through the educational platform with the trainees/students.
- Posts announcements on the educational platform regarding the course and the way it is conducted.
- Coordinates discussion groups in education platform, if they are provided for by the study guide of the programme.
- Resolves questions and guides the trainees/students in issues related to studying.
- Prepares the educational material. The provided educational material must cover all thematic units of each programme, be free from third-party copyrights or have its use legally secured and evaluated and approved by the AY of the programme.
- Follows the instructions of the AY in terms of teaching methods.
- Evaluates assignments or other forms of assessment provided by the programme guide.
- Performs any other work related to the educational/teaching process assigned to him/her by the Academic Officer of the programme.
- Solves any potential problem in the context of the programme. In the event that the issue arising exceeds the educational/training process and his/her obligations, he/she must report it immediately to the AY.

- Updates the AY no later than five (5) days before the start of the programme for any obstacle to his/her participation, for reasons of force majeure, so that his/her timely replacement is possible.

- Accepts and abides by the Internal Regulation of Operation of the K.E.DI.BI.M. of the AUTH and in particular the provisions on the protection of personal data and copyright (par. 12.8 of article 12 and article 13).

## Article 12

### Regulation of Studies

#### 12.1. Procedure of registration and selection of trainees/students

1. Candidates/students submit an application for each programme through the website of the K.E.DI.BI.M. of the AUTH. The submission of the application requires the full acceptance of the conditions stated in the Programme Guide and in the Study Regulation of the K.E.DI.BI.M. of the AUTH.

2. For the participation of trainees/students in the programmes of K.E.DI.BI.M. internet access is required for submitting the application and/or monitoring the programmes and downloading the educational material, as well as having a personal e-mail address for communication with the teachers and the Administrative Support Department of K.E.DI.BI.M. . In the Study Guide of each programme, the conditions for the participation of trainees/students in each programme are specified.

3. After the end of the submission of applications, with responsibility of the AY, the communication/notification of approval or documented rejection of the requests to attend the training programmes is implemented, within a reasonable period of time, as well as their notification regarding any modification of the start/end date of the programme. Before the start of the programme, those selected must settle their financial obligations in accordance with the provisions of each programme. Then, the AY's inform them of the detailed timetable and they are given access to the tele-education platforms and the educational material, which is valid for the time period throughout which the program they are attending is offered.

4. In case a satisfactory number of participants is not reached, the programme is either not

implemented, or transferred to another cycle. In any case, the fees paid are returned to the beneficiaries or remain in the ELKE account for the next programme implementation cycle, with the consent of the latter.

#### 12.2. Tuition fees

1. The amount of tuition fees is determined by the EY of each program and approved by the Council of K.E.DI.BI.M. . The method of payment of fees for each programme (once or in equal instalments) is mentioned in the Study Guide of the programme and the related information that is posted on the website of the K.E.DI.BI.M. of the AUTH.

2. The Council of K.E.DI.BI.M. may, upon a substantiated request of the EY, offer discounts in the programmes on the tuition fees to special categories of learners, such as undergraduate or postgraduate students and doctoral candidates of the AUTH, as well as to sensitive and vulnerable social groups, people with disabilities or chronic illnesses, unemployed people, those belonging to families with many children, those belonging to families with three children, single-parent families, etc. .

#### 12.3. Register of Trainees

The K.E.DI.BI.M. of the AUTH maintains a Register of Trainees/Students, in which every trainee enrolled in the programmes of K.E.DI.BI.M. is registered. The programmes in which they participate and successfully complete, as well as any other necessary detail related to the attendance in the Centre's programmes are registered with the register of trainees. The Management of the personal data of trainees is implemented according to the specifications of the Data Protection Policy of the AUTH and in compliance with the General Protection Regulation of Personal Data (EU) 2016/679.

#### 12.4. Rights and Obligations of Trainees

##### A. Obligations of Trainees:

1. Participation in the programmes of the K.E.DI.BI.M. of the AUTH implies full acceptance of the programme's Study Guide and the Internal Regulation of Operation of the K.E.DI.VI.M. of the AUTH.

2. The presence/attendance of trainees in the educational programmes is mandatory. In the programmes which are realized in physical presence, as in those implemented using the modern method of tele-education, the study is generally mandatory and the limit of absences cannot exceed 10% of the prescribed training hours. The monitoring of asynchronous education is implemented according to the study schedule set by each programme.

#### B. Rights of Trainees:

1. Trainees are informed by the Department of Administrative Support of K.E.DI.BI.M. for all kinds of information related to the operation of the Centre.
2. Trainees are supported electronically through the educational platform by the trainers, as part of the educational process, to resolve questions and provide clarifications related to the thematic units of the programme.
3. Trainees have the right to apply for the interruption/termination of their programme attendance and a refund of their tuition fees, in accordance with the provisions of par. 12.9 hereof.
4. Students'/Trainees' work is protected under the Copyright Regulations/Provisions.

#### 12.5. Programme Study Guide

1. For each educational programme implemented by the Centre, the AY prepares a Study Guide for the programme in a standard form of K.E.DI.BI.M., posted on its website. The Study Guide details the aim, the necessity and the learning outcomes of the programme according to the National Qualifications Framework (EEP), the professional results, the categories of candidates accepted and the selection criteria, the method of programme implementation, the thematic and teaching units, the type of educational material provided, the obligations of the learners, the credits awarded, the duration of the programme in hours, the tuition fees and the discount policy provided.
2. The K.E.DI.BI.M. of the AUTH reserves the right to change the terms of participation, by a decision of the Council and to adjust the timetable of the courses, informing those already registered. The programmes are implemented as long as the necessary number of participants is gathered.

3. The lesson time is set at 45 minutes, while the break lasts for 15 minutes. The attendance log must be signed before and after the completion of each course. Attendance is also monitored for the duration of modern tele-education by the educator, based on presence/attendance and learner participation in e-learning platforms. Regarding asynchronous tele-education, the programme AY's monitor the course of study of the relevant educational material, through the control mechanisms provided by the asynchronous tele-education platform of the AUTH (E-learning).

4. The Guide provides the procedures for monitoring and evaluating the progress of the trainees throughout the course of the programme, through exercises, quizzes and other tools. The certification of the knowledge and skills acquired by the trainees from the programme is evaluated by the final form of assessment that has been set (written exam, assignment, case studies, internship or other form of assessment).

5. To be granted a certificate, upon successful completion of the programme, the trainee should have his/her financial obligations arranged, have succeeded in the assessment provided by the Study Guide of each programme and ensure that the total of her/his absences does not exceed 10% of the total of the teaching hours. Otherwise, the provisions of per. 5 of paragraph 12.11 hereof shall apply.

#### 12.6. Terms and conditions for strengthening the access of participants to the labour market

Utilizing studies and data that link training to the current needs of the labour market and taking into account the feasibility, necessity and sustainability of each proposal for the implementation of training programmes, as well as the targeting/scope of the learning and professional programmes of each proposal, the K.E.DI.BI .M. of the AUTH ensures that the graduates of its programmes cultivate new knowledge, acquire new skills and update already existing knowledge and skills that meet the demands of the labour market.

#### 12.7. Evaluation of the programme by the trainees

Upon completion of the programme, the trainees participate in a programme evaluation process, according to the K.E.DI.BI.M. of the AUTH standard form, which is completed anonymously.

The K.E.DI.BI.M. of the AUTH reserves the right to use data from the evaluation of the programmes for academic and communication purposes.

12.8. Protection of personal data in the context of tele-education in educational programmes of the AUTH

1. The K.E.DI.BI.M. of the AUTH conducts distance teaching/tele-education during which all the necessary technical and organizational measures are taken to ensure the protection of personal data in accordance with European Regulation (EU) 2016/679.

2. In the context of actions for the protection of personal data, it is prohibited to videotape, record or in any way post the tele-education sessions on behalf of the participants in them on the network services of providers or on social media, where it is not certain that the European Data Protection Regulation is applied. Such processing/editing constitutes a violation of the personal data protection framework of the AUTH and entails the responsibility of the one who carries it out. Any questions about personal data protection issues can be sent to the email address [data.protection@auth.gr](mailto:data.protection@auth.gr).

12.9. Discontinuation/Termination of Attendance/Tuition Refund Policy

The trainee may stop following/attending the programme and request to be fully unregistered by written request to the EY or the AY, which the trainee is obliged to communicate to the Administrative Support Department of the K.E.DI.BI.M. of the AUTH, stating the reasons for the termination/interruption. Access codes to the educational platform are disabled following the relevant request. In this case, he/she may request a tuition refund in the same request, which should be submitted within 30 calendar days from the start date of the programme. From the tuition fees that have already been paid, the amount corresponding to her/his attendance in the programme until then is withheld, based on the cost of the teaching units/modules attended.

12.10. Credit Units

1. The programmes are fully integrated into the system of ECTS units or microcredentials, the calculation of which is stated clearly and in detail for each programme, regardless of the method of its implementation.

2. The attribution of the type of credits is approved by the council of K.E.DI.BI.M., after a proposal of the EY of the programme, taking into account the national and international framework for lifelong learning and the national framework governing Higher education.

12.11. Certificates

1. The types of certificates granted by the Centre are determined by a decision of the Council.

2. A certificate is awarded when the participants have successfully completed the attendance of the programme. Completion is considered successful when the percentage of absences does not exceed 10% of the prescribed training hours, the participants have succeeded in the final assessment provided for by the programme, according to its Study Regulation and the participants have paid off the total of their tuition fees.

3. The Certificates state the full name and father's name of the participant, the title of the programme, the total duration of the teaching hours of the programme, the period of its implementation and the provider/providing body of the certificate. Certificates bear a unique authenticity code and are awarded in paper or digital form.

4. It is also possible to issue a Certificate Supplement, in which the thematic units of each programme and the grade awarded to the successful candidate are detailed (if provided for by the programme's Study Guide).

5. Participants in programmes for which no form of evaluation of the trainees is provided, or in the event that the participants have not succeeded in the final evaluation provided for by the program, a Certificate of Attendance is granted.

6. Certificates are divided into:

A) Certificate of General Training

B) Certificate of Specialized Training

A) Certificate of General Training

Awarded to successful candidates in programmes of which the content of studies is included in General Adult Education - which is defined based on Law 3879/2010 and "includes all organized learning activities (formal and non-formal) aimed at adults and seeking to enrich their knowledge, develop their abilities and skills, develop their personality and become active citizens". The Certificate of General Training is determined by the EY through the audience description to which the programme is addressed.

B) Certificate of Specialized Training is awarded: a) To those successful in programmes addressed to graduates of A.E.I. schools, with an aim at completing, renewing and updating the knowledge of their initial training, namely their specialization in a specific field, [b) to successful candidates in developing programmes in two study cycles (A cycle: introduction to one scientific field, B cycle: specialized knowledge in the same scientific field, provided that they have completed the first cycle of studies), c) to those successful in programmes for which the K.E.DI.BI.M. of the AUTH has secured cooperation with an official national, European or international organization for a specific scientific field.]

7. Attestations and Training Certificates signed by the President of the K.E.DI.BI.M. of the AUTH, after certification by the EY and the AY for the successful completion of each program and may be issued in Greek and English. Certificates and attestations bear, in a prominent position, the logo of the AUTH and the K.E.DI.BI.M. . In cases of cooperation with national or international bodies or programme funding, certificates and attestations may bear insignia and the logo of each cooperating body. The certificates may bear the logo of the Laboratory/Workshop of a Department of the AUTH, in case the programme is implemented in collaboration with the Laboratory/Workshop.

8. The awarding of certificates and attestations to the beneficiaries is made by the AY and are issued once. In case the trainees request the reissuance of the certificate at a later time, they will have to pay the amount of 30 euros, as a fee for its reissue.

9. The Council of the Centre is responsible for the policy applied regarding the cases for which there is the possibility, by competent national or international bodies, of certification of qualifications for those who have successfully completed specific educational programmes.

Any application to a certification body/organization is submitted through the Centre and after the approval of the relevant application of the EY's by the Council of the Centre.

#### 12.12. Discount Policy

The council determines the general discount policy of K.E.DI.BI.M. , the application of which is binding for the EY's of the programmes. The terms of the discount policy are announced on the website of the K.E.DI.BI.M. of the AUTH and in the Study Guide of each programme.

#### Article 13

#### Copyright

1. Any printed or digital material bearing the logo of the AUTH and the logo of the K.E.DI.BI.M. of the AUTH belongs to the Institution and is subject to the relevant Greek and European copyright legislation. Intellectual property rights, copyright and moral rights, on the original educational material created/compiled by the educators (notes, ppt, etc.), belong to them. Of these, the intellectual property rights are granted, for the purpose of their management and protection, to the EY of each program, while the moral rights, as non-transferable between living beings, remain with the educators. The use of the protected by intellectual property law material that is distributed to the trainees for the needs of the respective educational/training programme and has been prepared by third parties, who do not participate in it, is allowed under the applicable terms and conditions, in favour of teaching, restrictions provided for by the current Greek and European legislation. In any case, the reproduction of the above content/material must be accompanied by an indication of its source and the names of the creator/author and of the publisher, if these names appear in the source.

2. The copying, reproduction, republication, transmission, distribution, publication, sale, translation, modification in any way, in whole or in part, of any text, document and any type of educational material provided to the trainees, according to the above, is expressly prohibited without obtaining the necessary permission from each beneficiary/ies.

3. The individual storage and copying of parts of the protected (by copyright law) works contained in the material distributed to the trainees, on the personal computer of the latter and for their strict personal use, is permitted without the permission of the respective creator/beneficiary and without payment, without the intention of commercial or other exploitation and with the condition of indicating their source of origin and the names of the creator/author and of the publisher, if they appear in the source, without this implying the granting of intellectual property rights over this material.

#### Article 14

##### Use of Premises and Infrastructure of the AUTH

1. The training programmes implemented by K.E.DI.BI.M. are held within the premises of the AUTH (auditoriums, classrooms, workshops), provided that the educational work of the Departments and Laboratories/Workshops or Units to which the area/space belongs is not hindered. Programmes can be held in places outside of the AUTH, if this is deemed necessary by the EY. The venue of the programme is approved by the council of the K.E.DI.BI.M. , while the suitability of the space and of laboratory equipment available are under the responsibility of the AY.

2. The premises must have the necessary logistical equipment and comply with all the specifications that ensure the orderly operation and quality of the educational process as well as the conditions of accessibility, safety and hygiene.

#### Article 15

##### Co-organization of Programmes - Cooperation with other Bodies

1. Educational or training programmes are implemented exclusively by the K.E.DI.BI.M. of the AUTH or together with the bodies expressly defined in par. 1 of article 121 of Law 4957/2022, namely K.E.DI.BI.M. of other Higher Education Institutions (A.E.I.), Research University Institutes (EPI), research centres, technological bodies and national institutes of article 13A of Law 4310/2014 (A' 258), recognized foreign institutions of equal status.

2. Furthermore, the K.E.DI.BI.M. may cooperate, in addition to the institutions mentioned in the above paragraph, with other institutions of tertiary education and scientific bodies of the private or

public sector for the provision of services for non-formal education and lifelong learning.

3. In the case of joint implementation of the programmes based on paragraph 1, as well as for the cooperation of more bodies based on paragraph 2, it is necessary to conclude a Cooperation Agreement between K.E.DI.BI.M. of the AUTH and the co-organizing or cooperation bodies, in which the elements of par. 2 of article 121 of Law 4957/2022 are defined as a minimum, the body that undertakes the financial management of the programme, the distribution of resources between the cooperating bodies , as well as the obligations and rights of each entity/body. This agreement is approved by the Council of the Centre and, if it includes terms of financial management, it is forwarded for approval to the Research Committee of ELKE.

#### Article 16

##### Other Partnerships/Cooperations

1. The Centre may enter into agreements with bodies of the public or private sector of the country or abroad, as well as with international organizations or organizations of the European Union, for the implementation of projects related to education/training or professional training of a specific target group of trainees, the preparation of studies, the development of educational material and the organization of events that promote lifelong learning.

2. The Centre, after approval by its Council, can collaborate with national and international bodies of certification of qualifications for those who have successfully completed specific training programmes. Since these contracts contain financial Management terms, they are forwarded to the Research Commission of ELKE for approval.

3. All kinds of agreements must ensure the prestige of the University and be in accordance with its public mission. Draft agreements are submitted to the Council and include the areas and the manner of cooperation in a way that protects the intellectual property of the Institution, ensuring that the relevant agreement is for its benefit. After their approval by the council, plans are forwarded for approval to the Research Committee of ELKE and/or the Senate, where required.

## Article 17

## Participation in invitations - Co-financed Projects

1. The K.E.DI.BI.M. of the AUTH may, following a decision of its Council, participate in invitations that are expedited by entities/bodies of per. a) of paragraph 1 of Article 14 of Law 4270/2014 (A' 143) and are addressed to the Lifelong Learning Centres (K.D.B.M.) of the Register of Lifelong Learning Bodies of the Ministry of Education and Religious Affairs. The financial management of the resources of all kinds of co-financed projects and training and lifelong learning programmes is carried out through the ELKE of the AUTH. The President or a member of the Council of the Centre is designated as the EY for the institutional projects/programmes following a relevant decision of the Council or another member of the D.E.P. of the AUTH following a decision of the Council of the K.E.DI.BI.M. .

2. The K.E.DI.BI.M. of the AUTH is required to apply the conditions specified in the invitation each co-financed continuing vocational education and training and lifelong action/activity, both in terms of funding conditions and in terms of the implementation of the actions. Specifically, for the co-financed projects for which more specific terms and conditions are set in the invitation of the respective institution for the appointment of the EY of the projects/programmes, the Council of the Centre appoints the EY in accordance with the conditions of the invitation.

## Article 18

## Resources – Income

1. The K.E.DI.BI.M. is exclusively self-financed and is not financed by the regular budget of the AUTH.

2. In particular, resources of K.E.DI.BI.M. are the following:

- a) Income from the organization and provision of educational, training projects and programmes of lifelong learning and continuing training organized under the care and supervision of K.E.DI.BI.M. .
- b) Income from the organization of seminars and conferences.
- c) Funding from operational or other training and lifelong learning programmes co-financed by the European Union, as well as other public or private sector bodies or international organizations,

organized under the care and supervision of the Centre.

d) Donations, financial support and sponsorships made available by K.E.DI.BI.M. .

e) Income from public or private sector entities/bodies who assign to K.E.DI.BI.M. the organization and implementation of educational and training programmes with a specific object for the training of a target group of trainees.

f) Income from the development, production and utilization of educational and other material.

g) Income from the preparation of studies, the provision of services and the execution of training projects that concern lifelong learning.

h) Income from budget deductions of every educational project/programme organized through K.E.DI.BI.M. , the height/amount of which is determined by a decision of the Management Council of the AUTH as a percentage of the reservation in favour of ELKE, in accordance with article 237 of Law 4957/2022.

## Article 19

## Financial management

## A. FINANCIAL MANAGEMENT OF PROGRAMMES

1. The financial management of the income of each educational programme is carried out through a project/programme of the Special Account for Research Funds (ELKE). In one (1) project/programme of ELKE, the financial management of one (1) or more training and educational programmes of the same EY may be carried out.

2. The realization of the expenses in the context of the above programmes/projects follows the rules and procedures of financial and administrative operation, as provided for in the current institutional framework and the ELKE Financing and Management Guide of the AUTH.

## B. FINANCIAL MANAGEMENT OF K.E.DI.BI.M. RESOURCES

1. For all the programmes of K.E.DI.BI.M., ELKE withholds 5% of their budget, to cover operational expenses of ELKE, while a percentage of 10% is distributed/spent to cover the operating expenses of K.E.DI.BI.M. .

The latter is managed by ELKE through a separate project with the EY being the President of the Council of K.E.DI.BI.M. . The above withholding percentages are defined and reformulated by decision of the Administrative Council of the AUTH as percentage on the reservation in favour of ELKE, according to article 237 of Law 4957/2022.

2. The resources of the above project can be allocated in particular for the following:

a) For operational needs of K.E.DI.BI.M., such as infrastructure maintenance, staff salaries and transportations, public procurement costs, etc. .

b) Expenses for the implementation of training courses programmes for the educators of K.E.DI.BI.M. of the AUTH, as well as the staff in general and the members of the AUTH university community.

c) Expenditures for promotion and publicity actions of the programmes of the K.E.DI.VI.M. of the AUTH.

3. These expenses shall be approved by the Council of the Centre and then follow the financial management rules provided for in the institutional framework in force and the Funding and Management Guide of the ELKE of the AUTH.

#### Article 20

##### Monitoring of Inputs

The process of the monitoring of the inputs of K.E.DI.BI.M. , as well as of the inputs of the programmes organized through it, shall be implemented through the resCom information system and the web-resCom online version, which is maintained by ELKE.

#### Article 21

##### Display and Publicity

1. K.E.DI.BI.M. mandatorily maintains a website at the address of a uniform locator (url) of the AUTH, which includes all of the training programmes of the Centre and the details of the projects/programmes. The EY's of educational programmes may maintain individual websites, which are maintained at a single locator address (url) of the AUTH.

2. The K.E.DI.BI.M. of the AUTH may also proceed with other promotional and publicity actions of programmes, such as posts on social networks, display on third-party websites, etc. .

3. The EY's and AY's of the programmes may promote their programmes, with the obligation to use the approved by K.E.DI.BI.M. communication material.

#### Article 22

##### Evaluation - Quality Assurance

1. The K.E.DI.BI.M. is evaluated and certified periodically by the National Authority of Higher Education every five (5) years, according to specially formulated criteria and indicators to ensure the quality of the programmes it organizes and offers.

2. The K.E.DI.BI.M. of the AUTH implements the Quality Policy of the AUTH, according to the function and the responsibilities of the Quality Assurance Unit (MODIP) of the AUTH and the structure of the Internal Quality Assurance System (ESDP) [B'5176/2021]. The Council of K.E.DI.BI.M. cooperates with the MODIP of the AUTH, monitors the results of the evaluation and complies with the relevant instructions of the competent bodies/organs.

3. The K.E.DI.BI.M. of the AUTH maintains a mechanism for managing complaints and objections, which is posted on the website of the K.E.DI.BI.M. of the AUTH and in the Study Guide of each programme.

#### Article 23

##### Penalties

1. In case the Council finds/establishes non-compliance with the conditions for the implementation of the action/activity to the AUTH or to third parties or any other action/activity or omission on the part of the AY or EY, which creates serious problems in the implementation of the action/activity, according to the approved proposal and the operating regulation, has the right to proceed to:

a) Termination of the operation of the programme.

b) Exclusion of the EY or the AY from participation in training programmes or other activities of K.E.DI.BI.M. , for up to two years.

2. Sanctions are imposed by the Council by absolute majority of its present members.

## Article 24

Validity and possibility of amendment of the Regulation - Final Provisions

1. The validity of this EKL starts from the publication in the Gazette of the Government of the decision of the Senate, which approves its content, following the opinion of the Council of the Centre.

2. Amendment of the Regulation is possible following a relevant recommendation from the Council of the Centre and an approval decision of the Senate. 3. Matters that are not regulated by this Regulation, may be regulated by decisions of the competent bodies of the K.E.DI.BI.M. and of the AUTH, in accordance with current legislation.

This Decision shall be published in the Official Government Gazette.

Thessaloniki, March 16, 2023

The Chancellor/Rector

NIKOLAOS PAPAIOANNOU













